# Download Abstract/A2 Files

UAABCNT1, UAABCNT2, UAABSCHL, UAABCITY, UATMP198, & TMPA2B00

Requirements: There is an option with Client Access that will allow you to easily transfer these files to Excel. To use this feature, Excel 97 (or higher) and Client Access V5R1 with Service Pack SI01037 (or above) must be on your the PC.
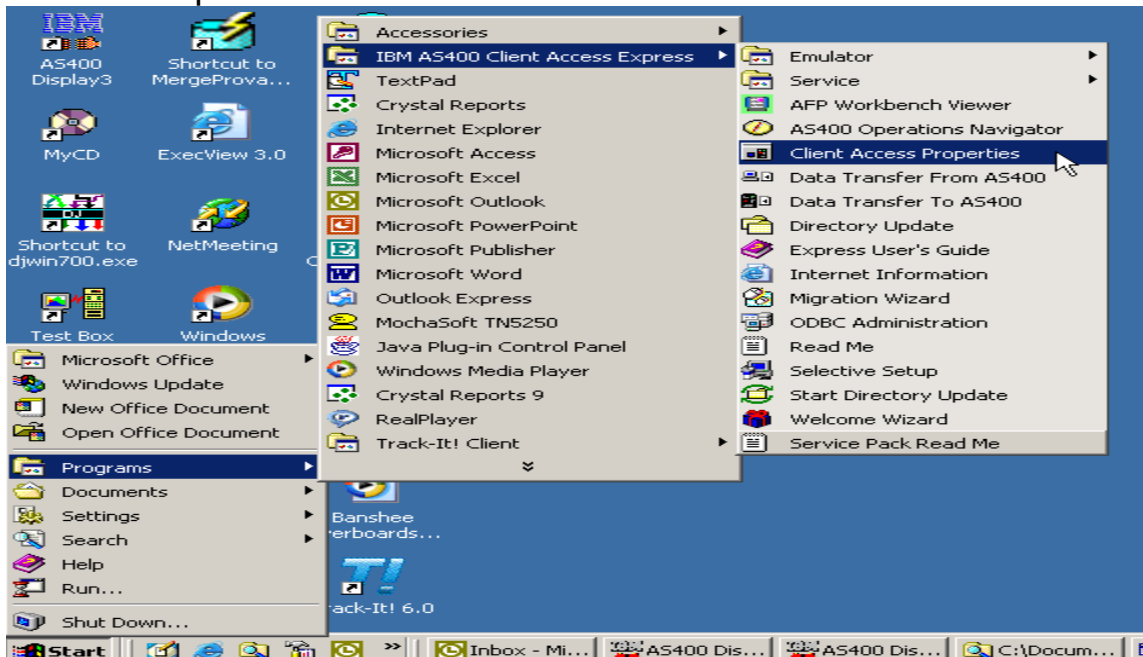
To verify the Excel version, open Excel and at the top of the screen select: Help>About Microsoft Excel.
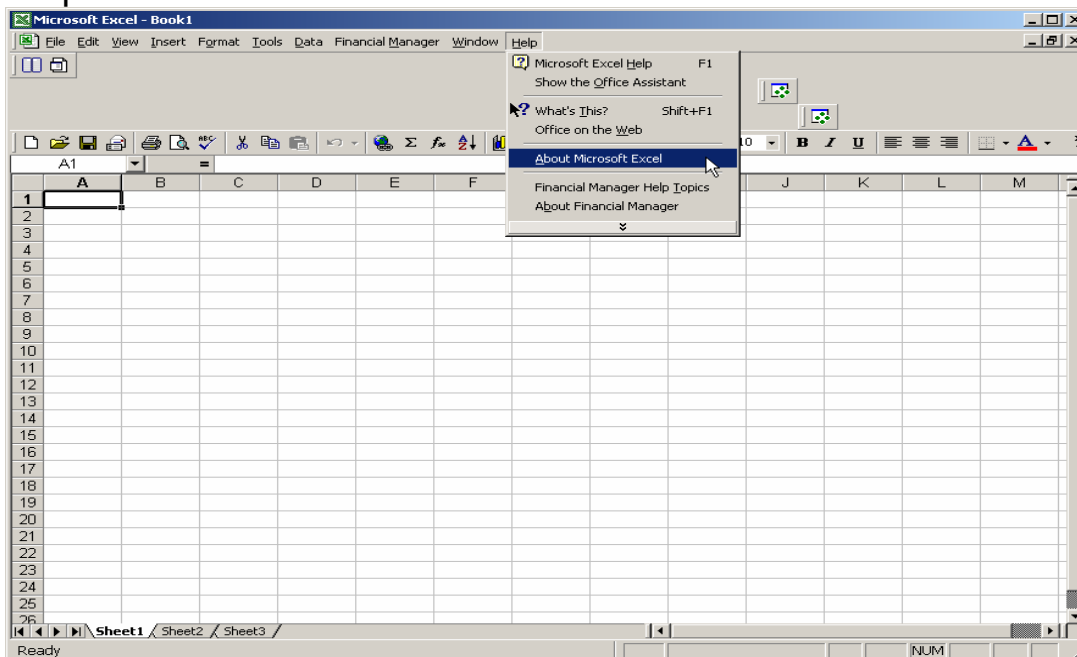
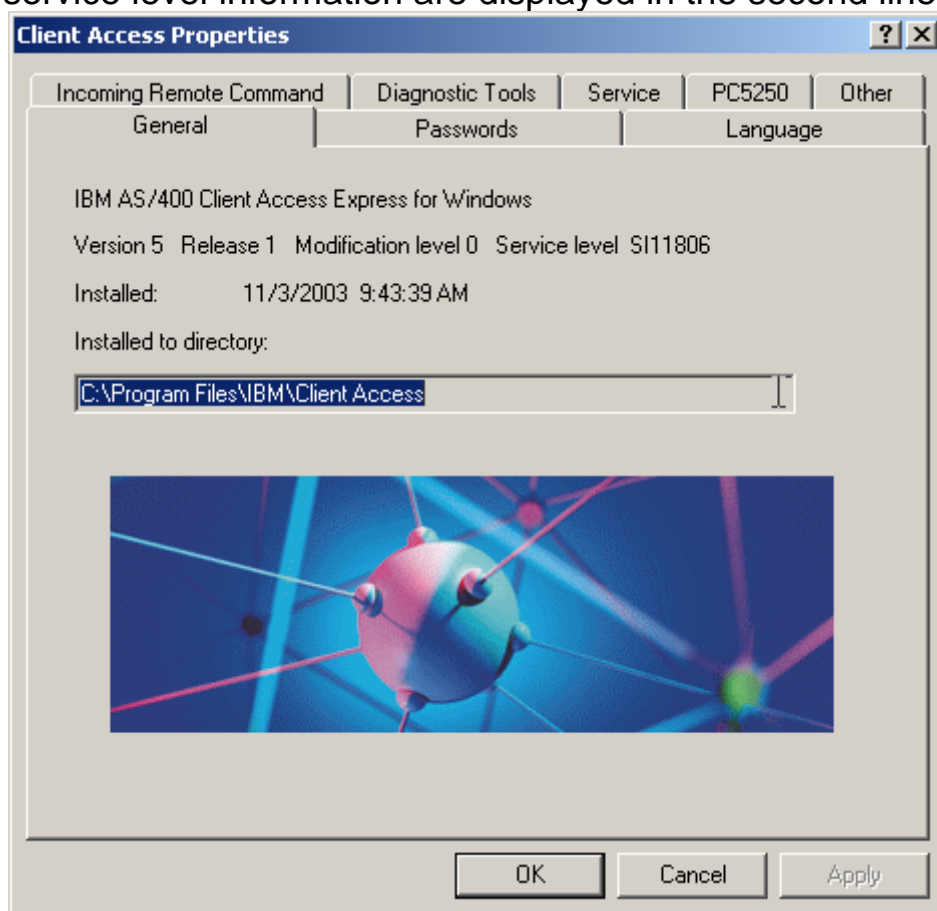The first line on the resulting window displays the installed version.
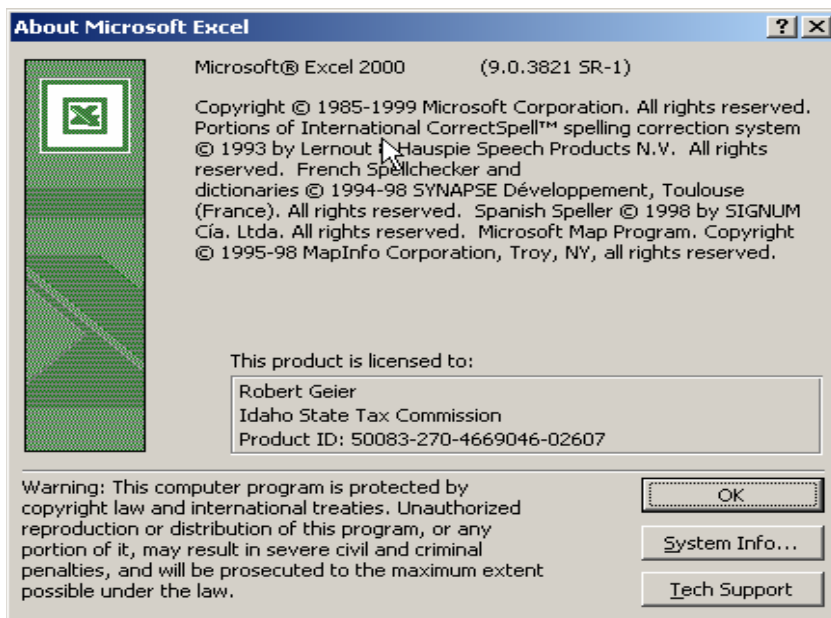
To confirm the Client Access version and service level, go to the Windows toolbar and select Start> Programs>IBM AS/400 Client Access Express>Client Access Properties.

Version and service level information are displayed in the second line on the

Client Access Properties

| Incoming Remote Command | Diagnostic Tools | Service | PC5250 | Other |
| General | Passwords | | Language | |

IBM AS/400 Client Access Express for Windows

Version 5   Release 1   Modification level 0   Service level   SI11806

Installed: 11/3/2003 9:43:39 AM

Installed to directory:

C:\Program Files\IBM\Client Access

OK   Cancel   Apply

General tab.

If you do not have Excel 97 or higher, or Client Access V5R1, please call
Technical Support.

Configuring the Data Transfer Option:

Depending on the order in which Client Access Express and Excel were installed on the PC, Excel may or may not be automatically configured to use the data transfer option.

If Excel has been automatically configured to use this option, a new toolbar with two icons will be displayed in Excel. The Download icon looks like the pages of an open book, and the Upload icon looks like a small Windows screen displayed on top of a sheet of paper.
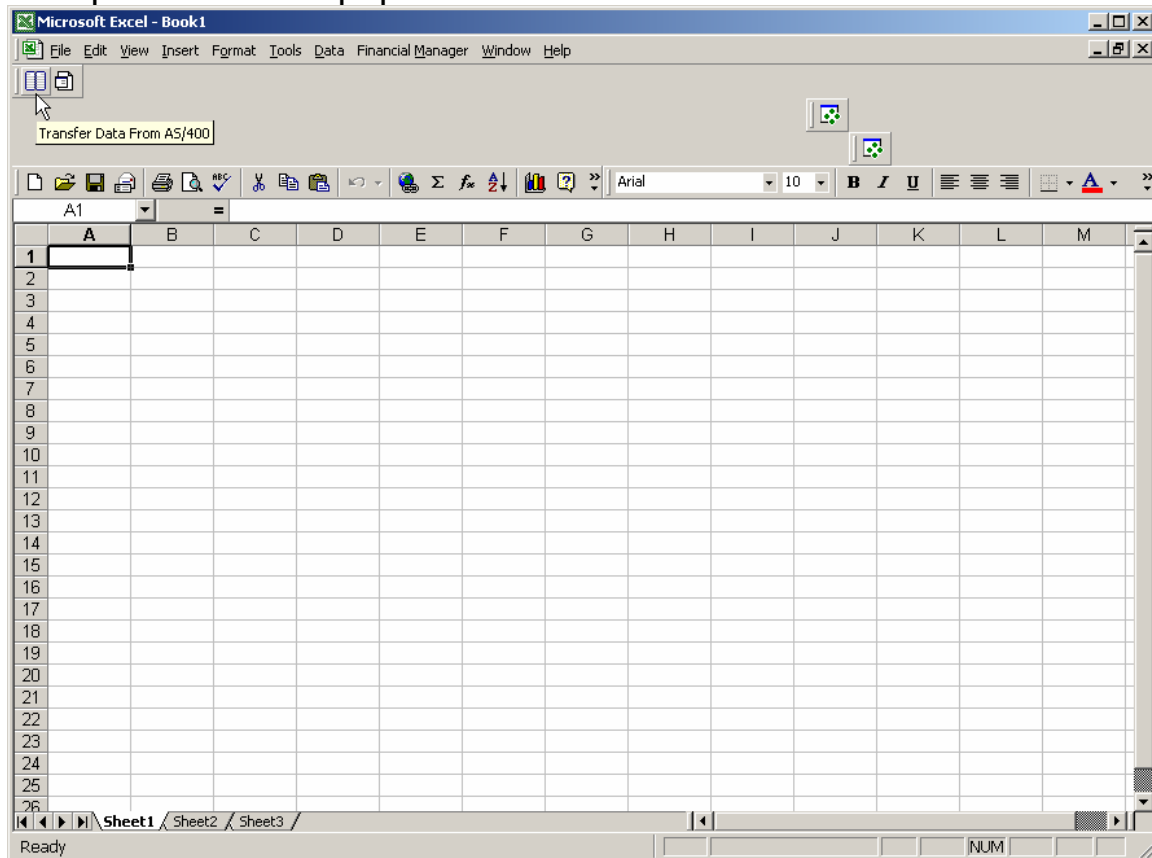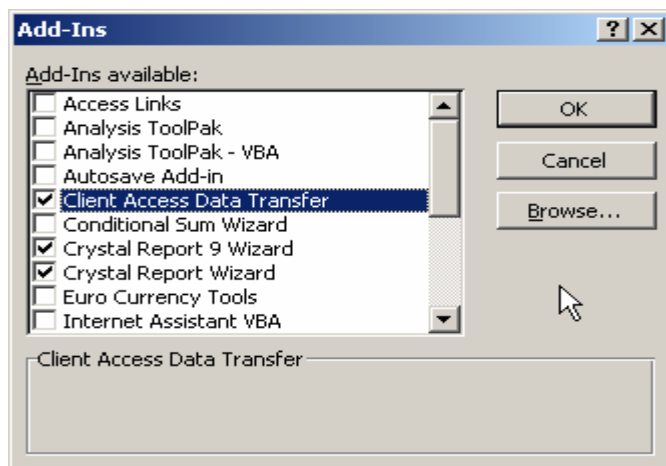

If the toolbar and icons don't appear automatically, take the following steps to add them in. If they do appear, skip to page 7.

Click on the Excel Tools drop-down menu and select "**Add-Ins**."
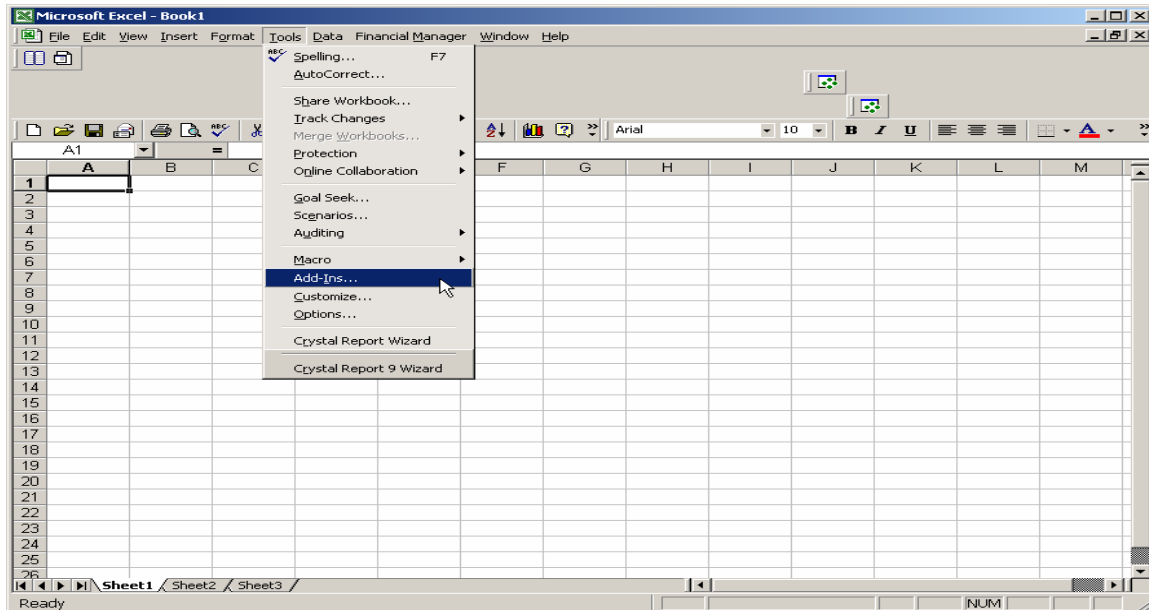
Review the displayed list of Add-Ins. If "Client Access Data Transfer" appears on the list, check the box in front of this option and click "OK."

If "Client Access Data Transfer" isn't on the list of add-ins, select the Browse button to the right of the list. (See window above.) This displays a popup window. Click the down arrow on the Look In setting and select "C Drive" (or "C:"). Find and double click on "Program Files". Then find and double click on "IBM", and finally, find and double click on "Client Access". Then double click on "Shared".
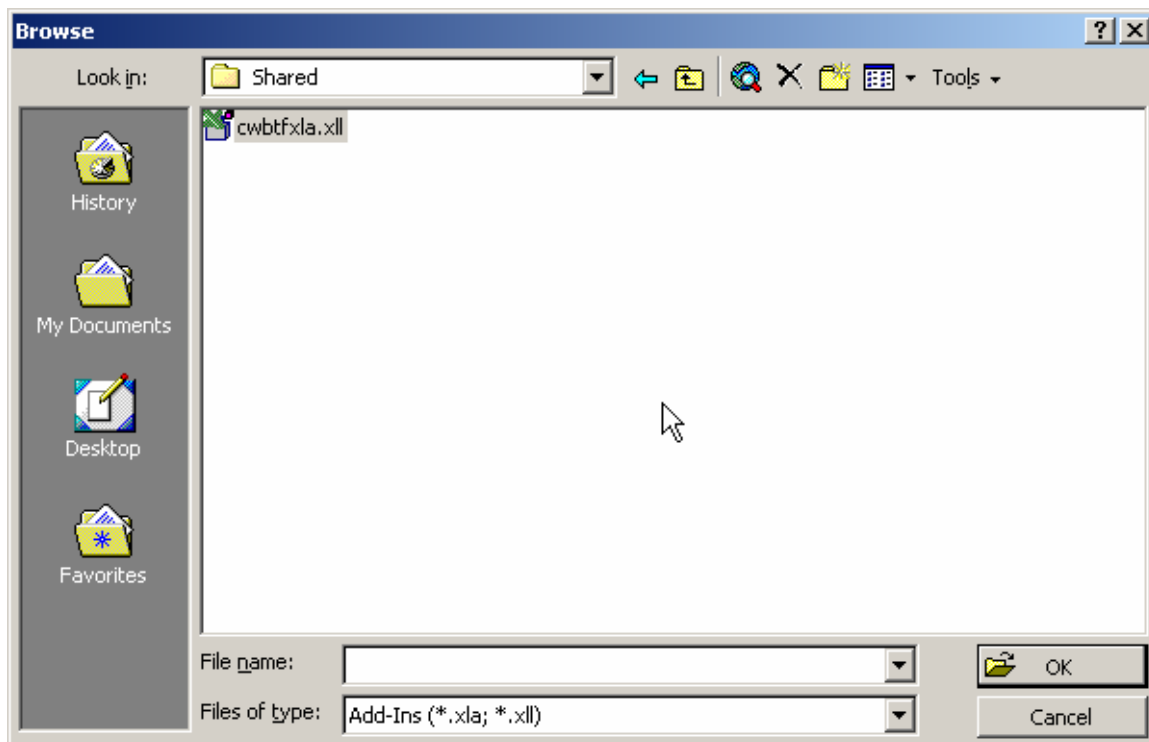

CWBTFXLA.XLL is the only file displayed in the Shared directory. Select CWBTFXLA.XLL and click "OK." "Client Access Data Transfer" will be added to the list of available add-ins. Make sure the box in front of "Client Access Data Transfer" is checked and click "OK" again. This creates the Excel toolbar which displays the data transfer icons.

Transferring files:

First open an Excel spreadsheet.

To transfer AS/400 data into your spreadsheet, highlight the first spreadsheet cell, then choose the *Transfer Data from AS/400* option. (Your "open book" icon, see page 4.) This option presents you with a *Transfer Request* screen.
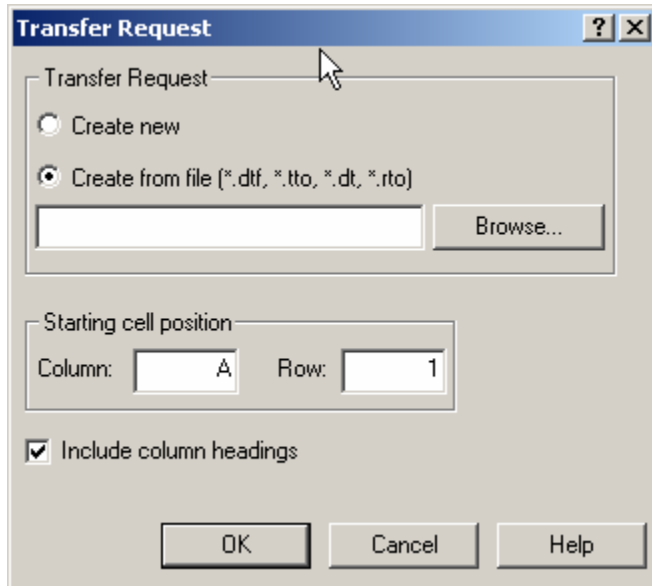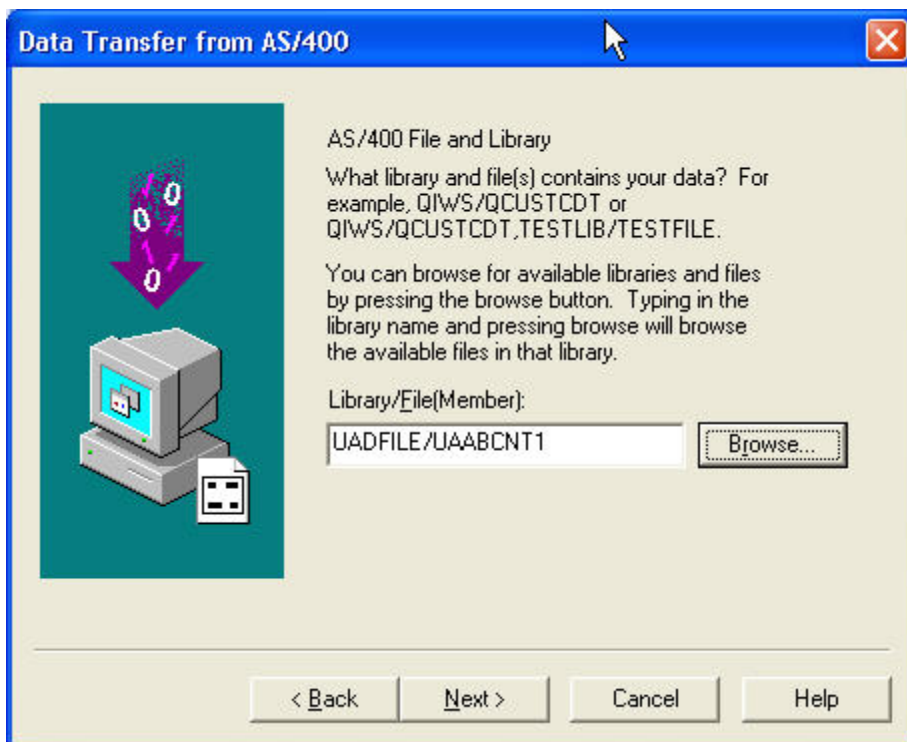

Click on **"Create new"** to import the data into your spreadsheet and then select "**OK**".
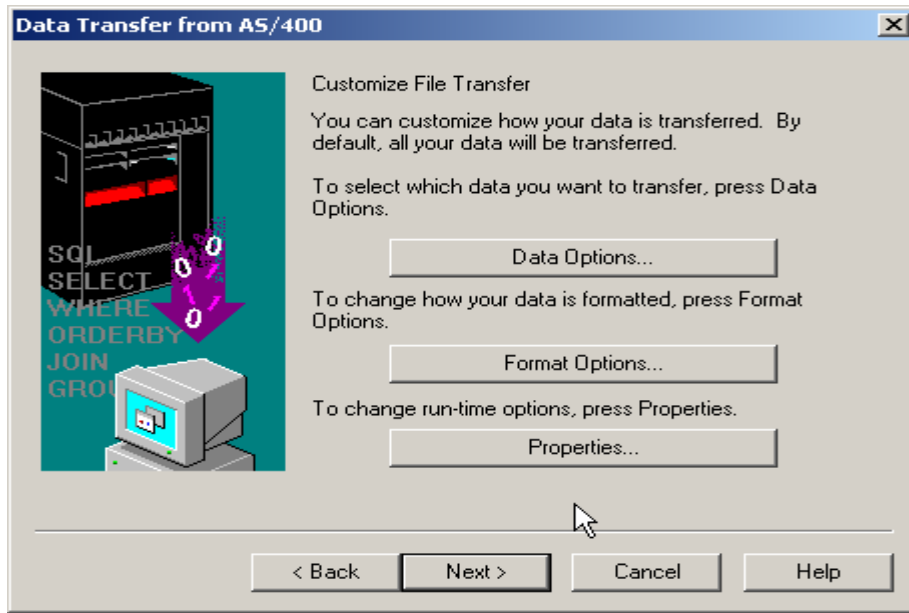
- The iSeries or AS/400 system name that contains the data appears. **Select "Next"**.
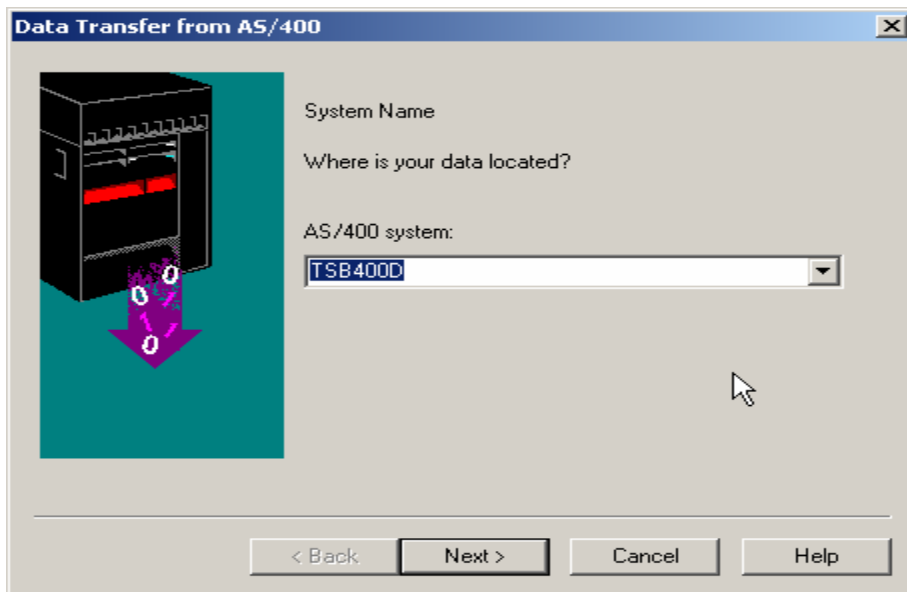
- Enter the library and file whose information you want to transfer to your spreadsheet. (UADFILE/**UAABCNT1** – you will need to change this name with each pass through.) Then select "Next".

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Do not make any changes to this screen – just click "Next".

- You do not need to save this transfer request, so leave this screen as is and just select "**Finish**".
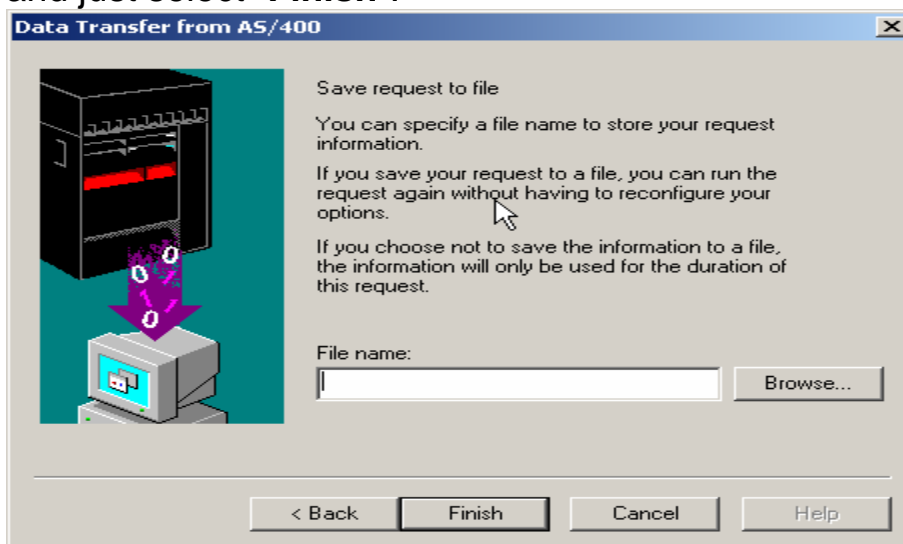
Once the Wizard completes, the file data will be inserted into your Excel spreadsheet.

1. Save the Excel spreadsheet on your PC: we suggest saving to your **c:** drive and naming the file COUNTYNAME_UAABCNT**1**.xls.
(c:/countyname_uaabcnt1.xls)

2. Attach the saved spreadsheet to an e-mail and send it to Gary Houde (ghoude@tax.idaho.gov) at the State Tax Commission.

3. **Now you need to do the same process to save the other 5 files:

A. Go back to page 7 and do the exact same process for UADFILE/**UAABCNT2**. Save this Excel spreadsheet (c:/countyname_UAABCNT2.xls) and e-mail to Gary Houde.
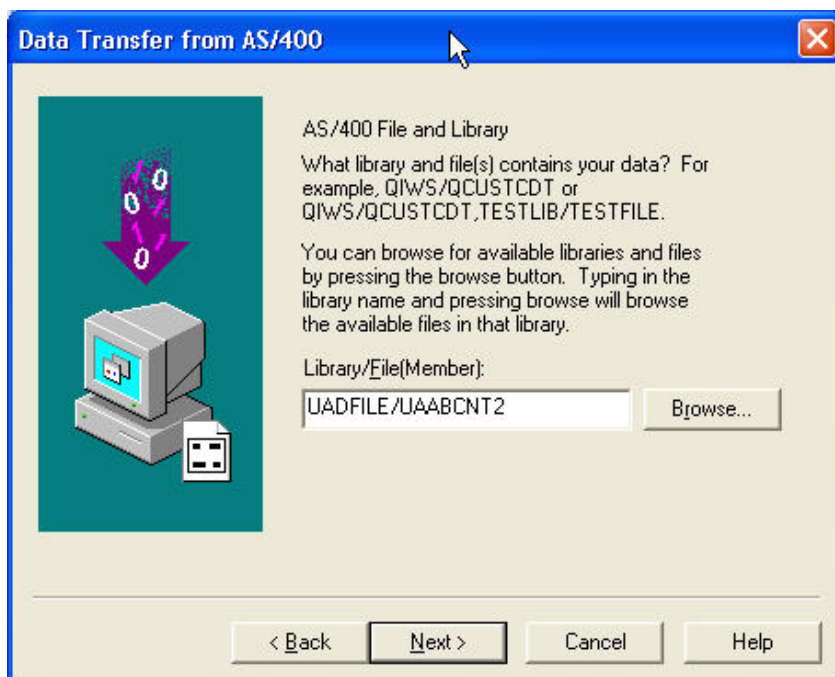
B. <u>Go back to page 7</u> and do the exact same process for
UADFILE/**UAABSCHL**. Save this Excel spreadsheet
(c:/countyname_UAABSCHL.xls) and e-mail to Gary Houde.

C. <u>Go back to page 7</u> and do the exact same process for
UADFILE/**UAABCITY**. Save this Excel spreadsheet
(c:/countyname_UAABCITY.xls) and e-mail to Gary Houde.

D. <u>Go back to page 7</u> and do the exact same process for
UADFILE/**UATMP198**. When you get to page 10, Save the Excel
spreadsheet (c:/countyname_UATMP198.xls) and e-mail to Gary Houde.

E. <u>Go back to page 7</u> and do the exact same process for
UADFILE/**TMPA2B00**. When you get to page 10, Save the Excel
spreadsheet (c:/countyname_TMPA2B00.xls) and e-mail to Gary Houde.

****You need to have completed the transfer process and saved your spreadsheet
6 times in order to have correctly completed this download.**